

University of Arizona
School of Information Resources and Library Science

Internship Program: Internship Site Supervisor Responsibilities
July 2006

Thank you for your interest in and support of the SIRLS Internship Program! We appreciate the opportunity you are providing our student intern. Please contact me, Leslie Kent Kunkel, Assistant Director at SIRLS, anytime with questions, comments, and suggestions. My contact information is (520) 621-3565 or lkunkel@email.arizona.edu.

The **purpose of our Internship Program** is to provide students with the academic challenge of a field-based project or problem in which they can utilize the knowledge and skills acquired during their SIRLS program of study. Internships must be project- or problem-based and emphasize the use of both practical and theoretical knowledge and skills. In addition, we at SIRLS hope to strengthen ties to the library community and to help our professional colleagues with their special projects.

If students would prefer to “shadow” library and information professionals at their worksites, gaining hands-on experience by helping and working with professionals in standard library-related duties such as the reference and circulation desk, cataloging, etc, then a **practicum** would be a better choice than an internship. Both practica and internships have the same requirements and deadlines.

Below is a **checklist of responsibilities** to follow as an Internship Site Supervisor:

- Determine a specific project or projects for the internship. This may be in consultation with the student intern if you so desire. Internships (and practica) provide three credits for the student and represent a minimum of 135 hours of student work.
- Meet with the student intern to initiate the internship proposal. The internship proposal should include goals, objectives, and methods.
- Decide if the internship/practicum will be paid or unpaid and determine payment amount. About half our internships are paid; interns receive credit regardless of payment.
- The deadline for students to submit internship proposals is July 1 for Fall Semester (Fall is August 22-Dec 7); Dec.1 for Spring Semester (Spring is Jan 11-May 3); and May 1 for Summer Sessions (Pre-Session is May 15-June 3; Summer Session I is June 5-July 6; Summer Session II is July 10-Aug 9).
- Keep in contact with me, Leslie Kent Kunkel, SIRLS Assistant Director and the contact person for the Internship Program.
- Meet regularly with your student intern to assess progress.
- Review all final paperwork of the student intern. For example, the student intern is required to submit a final report summarizing his/her experience in relation to the goals and objectives stated in the internship proposal. This report is due to me prior to the end of the semester or session of the internship.
- Complete, sign, and submit the Student Intern Appraisal Form (attached) to me at SIRLS, 1515 East First Street, Tucson, AZ 85750 or FAX it at (520) 621-3279. All materials remain confidential, unless site supervisors grant specific approval to me to share their student appraisals.

Again, many thanks for your support of our Internship Program!

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Student Intern Appraisal Form

Name of Student Intern: _____

Internship Site: _____

Semester and Year (e.g., Spring 2006): _____

Thank you for your support of the School of Information Resources and Library Science Internship Program! We hope you and your student intern had a productive and fun experience. Please provide an appraisal of your student intern's work performance in the space provided below. Appraisals are kept confidential, with the privilege of review extended to the student intern with your prior permission.

Please **FAX** this completed and signed form at the end of the semester to the attention of **Leslie Kent Kunkel**, Assistant Director, at **(520) 621-3279**. You may also mail or email this information to me at lkunkel@u.arizona.edu or 1515 East First Street, Tucson, AZ, 85719.

Again, thank you for your support!

Grade (Please choose one): (S) Superior (P) Passing (NP) Not Passing or Fail

Comments (Optional):

Internship Site Supervisor

Date